



**Request for Quotes
For Goods or Services
More Than \$5,000 but Less Than \$25,000**

Step 1: Specifically describe the goods or service you want to purchase. Include as part of your description a date by which the product must be delivered or service must be performed.

Step 2: Solicit a minimum of three (3) oral or written quotes (by phone, fax, letter). Record the names and addresses of all persons/companies that you contact. Record the amount of each quote that you receive. Be sure that the vendor giving you the quote can provide the product or service by your stated delivery date.

Step 3: Award the quote to the responsible and responsive vendor offering the lowest price.

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Date: _____

Department: _____

Item or Service Description: (be specific, include delivery date)

	Quote Amount
Company: _____ Address: _____ Contact Name: _____ Telephone: _____ Comments: _____ Fax: _____	
Company: _____ Address: _____ Contact Name: _____ Telephone: _____ Comments: _____ Fax: _____	
Company: _____ Address: _____ Contact Name: _____ Telephone: _____ Comments: _____ Fax: _____	

**Submit this form and any pertinent attachments to the Finance Department
when you are processing your invoice.**